



## MEETING MINUTES

### Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

**Meeting Date:** August 26, 2020

**Place:** CWCAC, Inc. Headquarters  
1000 Highway 13  
Wisconsin Dells, WI 53965

**Board Members:**

**Present:** Scott Pease, Joy Casperson, Sandy Wormet, John Atkinson, Scott Beard, Bob McClyman, Donna Maly (by Zoom), Muriel Harper, John Wenum, Dave Singer, Charlie Krupa (by Zoom), Ross Curry, and John Earl

**Absent:** None

**Unexcused Absence:** None

**Staff Present:** Wendy Schneider and Kari Labansky (by Zoom)

**Guests Present:** None

### Opening

1. John Earl called the meeting to order. After the Pledge of Allegiance, John asked all to remain standing to observe a moment of silence to honor those men and women serving in our armed forces around the world. Roll call was taken with 13 members present.

Motion was made by Ross Curry to adopt the August 26, 2020 meeting agenda. Seconded by Bob McClyman. Passed unanimously.  
**MOTION CARRIED.**

John welcomed staff members Wendy Schneider and Kari Labansky.

Motion was made by Scott Beard to adopt the February 26, 2020 meeting minutes. Seconded by Ross Curry. Passed unanimously.  
**MOTION CARRIED.**

### 2. **President's Comments**

John expressed appreciation to the board for their presence at the meeting today. He mentioned what a tremendous job Fred, the managers, and staff have done, especially over the last few months during the COVID-19 pandemic. The agency has continued to run and we continued to serve our clients.

3. **Executive Director's Report**

Fred thanked John and all board members for their presence at the meeting today, and for their support and encouragement of the agency. During the pandemic, we had two staff on layoff; one is back. We continued to pay all staff with no lost wages, and were in a good position to have most staff members work from home with some coming into the office periodically. Weatherization did training at home and returned to the office on June 1<sup>st</sup> being cautious to practice safety measures when visiting clients. As of this date, we have had no staff test positive for COVID; we are unsure if any tenants have tested positive. Most all staff have returned to the office, and we continue to wear masks and practice safety measures. A State HOME grant application was submitted earlier this year for a 10-unit affordable apartment building in the City of Mauston. We are working on our next State HOME grant application for an 11-unit affordable senior housing project in the City of Adams. With the board's approval, we would like to name the City of Adams senior housing project after former board member, Bill Gomoll. Fred briefly discussed our nepotism policy, and mentioned that we recently hired Donna's daughter, Nicole to assist in the Guardianship Unit reporting to Jim Dahlke, and Letty's sister, Corinna to assist in the Beaver Dam office reporting to Wendy Schneider, however directly supervised by Letty. After discussion, motion passed by unanimous vote that the issue be referred back to the EPF&A Committee for recommendation of a revised personnel policy that allows us to make exceptions on a case-by-case basis. Fred discussed the possibility of building a new Adams Food Pantry on a lot we own right next to the current Adams office building for approximately \$250,000.

4. **Budget & Finance Report**

Kari presented the WIPFLI 2019 CWCAC Financial Audit. The report on compliance of our major programs included Section 8, Weatherization Assistance, Low-Income Home Energy Assistance, Commodity Food Distribution, and Public Benefits. The audit reflected no findings which is a great accomplishment for our agency. Operating statistics reflected comparison of data to other Community Action Agencies across the United States. The agency only spends 5.3% on management and general expense; which is lower in comparison to other Community Action organizations. This means that 94.7% of funding goes out to serve clients. We currently operate 14 programs with Weatherization at 23.44% of total expenses. Total revenue in 2019 reflected \$9,364,019 and total expenses reflected \$8,679,288. Net assets in 2018 reflected \$6,762,088 and in 2019 reflected \$7,446,819. Expenditures for 2019 were at approximately \$8.7 million. Net Assets for 2019 without donor restriction were at \$688,451, an increase of \$122,269, which excludes grant funded equipment and Kenwood's net assets. WIPFLI's suggested guide is that net assets without donor restriction should be between 5% and 10% of expenditures; and net assets without donor restriction balance should be between \$435,000 and \$870,000.

No management letter was issued for 2019. Kari mentioned that Jean Christensen is retiring, so we will have a new WIPFLI contact for next year. The first pages of the Draft Form 990 prepared by WIPFLI for Central Wisconsin Community Action Council, Inc. and Kenwood Properties were presented. Kari mentioned that each Form 990 is approximately 70 pages, and if you would like to review the full documents, she or Donna have them on file. Each document goes into a lot of functional detail about what we do with our money. The documents presented will need approval from the board to file. Fred mentioned that you are also able to look up Form 990's for organizations online as well.

Motion was made by Donna Maly to accept the 2019 Draft Form 990's for CWCAC, Inc. and Kenwood Properties, Inc. to be filed as presented. Seconded by John Wenum. Passed unanimously. **MOTION CARRIED.**

Motion was made by Muriel Harper to approve the Budget & Finance Report of August 26, 2020 as presented with thanks to Kari. Seconded by Scott Beard. Passed unanimously. **MOTION CARRIED.**

5. **Committee Reports**

a. **PBP Committee**

John Earl asked board members to review the PBP Committee report of March 13, 2020. Charlie Krupa called the meeting to order. Roll call was taken with nine members present. Motion passed by unanimous vote approving the agenda. The minutes of the January 10, 2020 PBP Committee meeting were approved at the February 26, 2020 Board of Directors meeting. Ed presented the Buildings Maintenance & Repairs Report with detailed information about each of our buildings. Presentation of the Lifetime Achievement Award for Susan Halbach at the Home Energy Conference went very well. Sanitizer stations and wipes have been ordered for all offices. Joy presented the Property Managers Report with detailed information about each of our buildings. Fred mentioned a house we could purchase in the amount of \$60,000 for use of a Men's Shelter. After discussion, motion passed by unanimous vote approving our Executive Director to pursue purchase of the house located at 414 Spring Street, Beaver Dam, for use of a Men's Shelter. Fred discussed a possible HUD Section 202 Senior Housing Project on Dells Lot #2. Motion was approved by unanimous vote to pursue completion of the HUD Section 202 application for Senior Housing on Dells Lot #2. Committee members reviewed and discussed detailed building plans for our empty lots in Necedah submitted by former board member, Bill Gomoll. Fred presented a Declaration for board consideration. After discussion, motion passed by unanimous vote approving the Declaration which reads, "The Planning, Building, & Programs (PBP) Committee and Executive, Personnel, Finance, & Audit (EPF&A) Committee of Central Wisconsin

Community Action Council, Inc. declares that the next affordable apartment building project, which will be an 11-unit senior apartments in the City of Adams, located on the donated lot, be named in honor and respect for our friend and faithful former board member, Bill Gomoll." The Fait Family Apartments State grant proposal was submitted on February 4, 2020. Committee members discussed our next State HOME building project. Motion passed by unanimous vote approving development of an 11-unit Senior Housing project in the City of Adams on the donated lot. Wendy updated the committee on homeless issues. Fred presented a Corporate Resolution for board consideration regarding transfer of the 24-unit Adams-Friendship Senior Village from CAP Services to CWCAC. He is still involved in meetings regarding the transfer and will keep the board informed. The Resolution reads, "**WHEREAS:** Central Wisconsin Community Action Council, Inc. entered into an agreement in 2004 with CAP Services, Inc., Stevens Point, WI for the purpose of developing a Senior Housing Project in the City of Adams; and **WHEREAS:** CAP Services, Inc. would become a sole member of a newly formed organization, Adams-Friendship Senior Village, LLC; and **WHEREAS:** Central Wisconsin Community Action Council, Inc. would be a secondary partner and lender to the Developer, Adams-Friendship Senior Village, LLC; and **WHEREAS:** The Project would be requesting Low-Income Housing Tax Credits as one source of funding; and **WHEREAS:** Central Wisconsin Community Action Council, Inc. would apply for HOME funds to be lent to the Project, Adams-Friendship Senior Village, LLC; and **WHEREAS:** Low Income Housing Tax Credits (LIHTC) were approved for the Project; and **WHEREAS:** Central Wisconsin Community Action Council, Inc. received a HOME grant, then lending those funds to the Adams-Friendship Senior Village, LLC, and **WHEREAS:** The Project was completed and occupied in 2005; and **WHEREAS:** Central Wisconsin Community Action Council, Inc., as Partner, has an option of "Right of First Refusal" to assume ownership of the Project, after 15 years of operation; and **WHEREAS:** The 15-year period will end in October 2020; and **WHEREAS:** The Investor, Cinnaire, desires to sell their ownership claim **Now there for let it be resolved:** That Board of Directors of Central Wisconsin Community Action Council, Inc. authorizes the Executive Director to pursue transfer of the Adams-Friendship Senior Village Apartments to Central Wisconsin Community Action Council, Inc. from the Adams-Friendship Senior Village, LLC, CAP Services, Inc., Stevens Point, WI." Fred updated the committee on a Housing Presentation he made at the WEDA Conference in Madison on February 5<sup>th</sup>. The meeting was adjourned. The next meeting will be held on Friday, May 8, 2020.

Due to the pandemic, the PBP Committee Meetings have been temporarily suspended; Charlie mentioned there have been no new updates for this committee since the March 13<sup>th</sup> meeting.

***PBP Committee Approval.*** Motion was made by Ross Curry to accept the PBP Committee Report of March 13, 2020. Seconded by Sandy Wormet. Passed unanimously. **MOTION CARRIED.**

***Full Board Approval.*** Motion was made by Ross Curry to accept the PBP Committee Report of March 13, 2020. Seconded by Scott Pease. Passed unanimously. **MOTION CARRIED.**

b. **EPF&A Committee**

John Earl asked board members to review the EPF&A Committee report of March 13, 2020. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda. The minutes of the January 10, 2020 EPF&A Committee meeting minutes were approved at the February 26, 2020 Board of Directors meeting. No Personnel Issues to report. No Finance Report. Fred reported that the USDA Farmers Market Payment Process Management Application is on hold for now. Fred reported on a Housing Presentation he made at a WEDA Conference on February 5<sup>th</sup>. The Lifetime Achievement Award for Susan Halbach was presented at the Home Energy Conference on February 12<sup>th</sup>. Committee members discussed Personnel Policies "Discipline Process" Training by Earl Kielley for the full board and managers. The day selected is Wednesday, May 13<sup>th</sup> at 10:00 am with lunch to be served. The Charlie Krupa School View Senior Village Grand Opening is scheduled for Friday, April 3<sup>rd</sup> in Necedah. Fred mentioned a house we could purchase in the amount of \$60,000 for use of a Men's Shelter. After discussion, motion passed by unanimous vote approving our Executive Director to pursue purchase of the house located at 414 Spring Street, Beaver Dam, for use of a Men's Shelter. Fred discussed a possible HUD Section 202 Senior Housing Project on Dells Lot #2. Motion was approved by unanimous vote at the PBP Committee meeting to pursue completion of the HUD Section 202 application for Senior Housing on Dells Lot #2. The meeting was adjourned. The next meeting will be held on Friday, April 3, 2020.

Due to the COVID-19 pandemic, the Friday, April 3, 2020 EPF&A Committee meeting was postponed.

John Earl asked board members to review the EPF&A Committee report of May 21, 2020. Roll call was taken. Fred mentioned TEFAP funding that has recently become available and requested permission to purchase vehicles for our food pantries. After discussion, motion passed by unanimous vote to approve purchase of a Cargo Van in an amount not greater than \$40,000. Motion also passed by unanimous vote approving purchase of a Cube Van with a Lift in an amount not greater than \$60,000. Fred informed committee members about Governor Evers recent announcement regarding setting aside \$25 million in CARES funding for eviction prevention. This will come through WISCAP agencies with our agency receiving \$800,000. We anticipate assisting at least 200 families, maybe more in our five-county area. The meeting was adjourned. The next meeting will be held on Friday, June 12, 2020.

John Earl asked board members to review the EPF&A Committee report of June 12, 2020. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the March 13, 2020 and May 21, 2020 EPF&A Committee meetings. Fred reported on personnel updates. Karl presented the Finance Report. The Balance Sheet as of 12/31/19 reflected an increase in assets of 8%, decrease in liabilities by 13%, and total liabilities and net assets at \$11,078,857.27. The Statement of Revenues and Expenditures reflected an increase in revenues of 6.27%, decrease in expenditures of 0.79%, and net revenue over expenditures at \$684,730.33. The Cash Accounts balance as of 12/31/19 was \$898,031. New funding from Coronavirus legislation includes: Wisconsin Rental Assistance Program-\$867,390; Community Services Block Grant-\$369,820; TEFAP-\$325,390; and LIHEAP with no amount yet. We are also adding 52 more Section 8 vouchers for the towns of Mazomanie, Mt. Horeb, Dodgeville, and Mineral Point. Motion passed by unanimous vote approving the Finance Report with thanks and appreciation to Karl. We will be receiving \$369,820 additional Community Services Block Grant funding through the CARES Act. The Governor set aside \$25 million of CARES funding for Eviction Prevention; our agency will receive \$867,390 which will be spent down by October 31, 2020. Fred discussed a Men's Shelter House being sold by St. Katharine Drexel Parish in Beaver Dam in the amount of \$60,000. After discussion, motion was passed by unanimous vote approving the purchase of the Beaver Dam house in the amount of \$60,000 and an additional \$10,000 for renovations for total of a \$70,000 loan with a 5% contingency. Fred reported that the agency has continued operations despite the COVID outbreak. Committee members discussed future board and committee meetings during the COVID crisis. Motion passed by unanimous vote suspending the by-laws regarding elections and resuming as is with currently elected officials until elections can be held. The Federal Home Loan Bank grant application for Fair Family Apartments was submitted on June 11<sup>th</sup>. One more item is needed for the environmental review, then we should be receiving the HOME grant. We plan to submit the HOME application for senior housing on the donated Adams property in the fall. Fred mentioned we are still recruiting for board members from Sauk and Dodge counties. John expressed positive comments regarding the Charlie Krupa School View Senior Village Project. Fred mentioned planning and discussion of future market rate units. Donna Maly mentioned that the City of Beaver Dam has \$5,000 in matching funds for painting of our Beaver Dam building. The CWCAC Golf Outing has been rescheduled for Tuesday, September 1<sup>st</sup>. Fred provided an update on the transfer of the Adams-Friendship Senior Village from CAP Services to CWCAC. He will keep the board updated. Motion passed by unanimous vote approving the Guardianship Corporate Resolution which reads, "**WHEREAS:** Central Wisconsin Community Action Council, Inc. administers and manages the Guardianship Program; and **WHEREAS:** Duties and responsibilities regarding Guardianships, Conservatorships, Fiduciaries, and Power of Attorney Accounts are

required to be performed by program staff on behalf of program clients; and ***WHEREAS:*** Program staff include Jim Dahlke, Jeff Housker, Renee Hazelton, Jaime Olson, Mary Kate Thurow, Judith Kaye, Elaine Johnson, and SueAnn Eck; ***Now there for let it be resolved:*** That Central Wisconsin Community Action Council, Inc. Board of Directors approves and authorizes the above named employees to act on behalf of Central Wisconsin Community Action Council, Inc. and clients of the Guardianship Program regarding their Guardianships, Conservatorships, Fiduciaries, and/or Power of Attorney Accounts, and this corporate resolution is a true and correct copy and is in full force and effect." Motion passed by unanimous vote approving the 4<sup>th</sup> of July Declaration which reads, "Recognizing the worth of our employees and their stalwart constant efforts; and recognizing the honor & tribute we pay to our Country's freedom; the Board of Directors declares our extended Fourth of July Holiday Celebration by inclusion of Monday, July 6<sup>th</sup> to be an agency holiday this year, 2020." The meeting was adjourned. The next meeting will be held on Friday, July 10, 2020.

John Earl asked board members to review the EPF&A Committee report of July 17, 2020. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the June 12, 2020 EPF&A Committee meeting. Personnel Discussion - The committee went into Closed Session by unanimous roll call vote. The committee resumed in Open Session by unanimous show of hands. Jean Christensen presented the WIPFLI 2019 CWCAC Financial Audit. The report on compliance of our major programs included Section 8, Weatherization Assistance, Low-Income Home Energy Assistance, Commodity Food Distribution, and Public Benefits. The audit reflected no findings which is a great accomplishment for our agency. Operating statistics reflected comparison of data to other Community Action Agencies across the United States. The agency only spends 5.3% on management and general expense; which is lower in comparison to other Community Action organizations. This means that 94.7% of funding goes out to serve clients. We currently operate 14 programs with Weatherization at 23.44% of total expenses. Total revenue in 2019 reflected \$9,364,019 and total expenses reflected \$8,679,288. Net assets in 2018 reflected \$6,762,088 and in 2019 reflected \$7,446,819. Expenditures for 2019 were at approximately \$8.7 million. Net Assets for 2019 without donor restriction were at \$688,451, an increase of \$122,269, which excludes grant funded equipment and Kenwood's net assets. WIPFLI's suggested guide is that net assets without donor restriction should be between 5% and 10% of expenditures; and net assets without donor restriction balance should be between \$435,000 and \$870,000. No Management letter was issued for 2019. Jean thanked Kari and the financial staff on the excellent job they did for the audit. Motion passed by unanimous vote accepting the 2019 Financial Audit as presented recommending full board approval. Fred provided an update on the Beaver Dam Men's Shelter. We have reached out to National Exchange Bank in Fond du Lac for the loan. Fred provided an

update on the Adams-Friendship Senior Village transfer process. Committee members discussed the CAP Services management fee and directed Fred to find out more details. Committee members discussed how we will conduct future meetings. The EPF&A Committee Meeting will be held on Friday, August 14<sup>th</sup> and the Board of Directors Meeting will be held on Wednesday, August 26<sup>th</sup>. Board members can choose to attend by Zoom or in person with room for social distancing in the board room. Fred mentioned invoice approvals which at \$5,000 must be approved by him and at \$50,000 must be approved by the Executive Committee as specified in our Finance Procedure Manual. An order has been placed for a Polar King cooler for the Adams Food Pantry. Fred reported that the HVAC unit at the Dells office location will need to be replaced; the cost is approximately \$30,000. Fred discussed the CARES Act funding which needs to be spent by September of 2022. The meeting was adjourned. The next meeting will be held on Friday, August 14, 2020.

John Earl asked board members to review the EPF&A Committee report of August 14, 2020. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the July 17, 2020 EPF&A Committee meeting. Personnel Discussion - Fred reported that one of our Guardianship staff members has resigned. No COVID cases to report for staff members. Kari presented the Finance Report. The Statement of Revenues & Expenditures for January 1, 2020 through June 30, 2020 reflected revenues at \$3,865,416 and expenditures at \$3,809,631. Cash Balance as of July 2020 reflected \$974,764. Motion passed by unanimous vote approving the Finance Report as presented. Fred presented information on the Adams-Friendship Senior Village transfer from CAP Services with financing costs estimated to be \$500,000. After discussion, motion was made by Charlie Krupa to approve the resolution which reads, "**WHEREAS:** Central Wisconsin Community Action Council, Inc. entered into an agreement in 2004 with CAP Services, Inc., Stevens Point, WI for the purpose of developing a Senior Housing Project in the City of Adams; and **WHEREAS:** CAP Services, Inc. would become a sole member of a newly formed organization, Adams-Friendship Senior Village, LLC; and **WHEREAS:** Central Wisconsin Community Action Council, Inc. would be a secondary partner and lender to the Developer, Adams-Friendship Senior Village, LLC; and **WHEREAS:** The Project would be requesting Low-Income Housing Tax Credits as one source of funding; and **WHEREAS:** Central Wisconsin Community Action Council, Inc. would apply for HOME funds to be lent to the Project, Adams-Friendship Senior Village, LLC; and **WHEREAS:** Low Income Housing Tax Credits (LIHTC) were approved for the Project; and **WHEREAS:** Central Wisconsin Community Action Council, Inc. received a HOME grant, then lending those funds to the Adams-Friendship Senior Village, LLC, and **WHEREAS:** The Project was completed and occupied in 2005; and **WHEREAS:** Central Wisconsin Community Action Council, Inc., as Partner, has an option of "Right of First Refusal" to assume ownership of the Project, after 15 years of operation; and **WHEREAS:** The 15-year period will end in



October 2020; and **WHEREAS:** The Investor, Cinnaire, desires to sell their ownership claim **Now there for let it be resolved:** That Board of Directors of Central Wisconsin Community Action Council, Inc. authorizes the Executive Director to pursue transfer of the Adams-Friendship Senior Village Apartments to Central Wisconsin Community Action Council, Inc. from the Adams-Friendship Senior Village, LLC, CAP Services, Inc., Stevens Point, WI.", and recommend for full board approval. Seconded by Donna Maly. Passed by unanimous vote. Fred provided an update on the Beaver Dam Men's Shelter. We are waiting for the DNR Storm Water Permit and then expect to receive State HOME grant approval for the Fait Family Apartments project. A response from Federal Home Loan Bank in early August confirms we are in the running with our grant application. Work has already begun on our next HOME Affordable Apartment Project in the City of Adams; an 11-unit duplicate of the Charlie Krupa project on land donated to us by the city. Motion was approved by unanimous vote recommending full board approval of naming the property after former board member, Bill Gomoll. Board and staff longevity awards will be presented for recognition at the August Board of Directors meeting, and distributed to staff afterwards. Fred reported that the HVAC unit at the Wisconsin Dells office has been replaced by BTU who had the best bid. Fred discussed possible construction of a one or two stall garage on the Wisconsin Dells property to store lawn maintenance and snow plowing equipment. The Board of Directors meeting will be held on Wednesday, August 26<sup>th</sup> with options for attendance including in-person, by Zoom, or by telephone. We recently purchased an outdoor cooler for the Adams Food Pantry which will be coming soon. He discussed the possibility of constructing a new Adams Food Pantry building on our property right next to the current building. Motion was passed by unanimous vote giving Fred permission to pursue construction of a new Adams Food Pantry building. Service awards will be prepared and presented to all of our food pantry volunteers. We will be hiring a staff member to do lawn maintenance and snow removal at all of our Adams properties. Motion was passed by unanimous vote approving the motion which reads, "**WHEREAS:** Central Wisconsin Community Action Council, Inc. administers and manages the Guardianship Program; and **WHEREAS:** Duties and responsibilities regarding Guardianships, Conservatorships, Fiduciaries, and Power of Attorney Accounts are required to be performed by program staff on behalf of program clients; and **WHEREAS:** Program staff include Jim Dahlke, Jeff Housker, Renee Hazelton, Mary Kate Thurow, Judith Kaye, Elaine Johnson, and SueAnn Eck; **Now there for let it be resolved:** That Central Wisconsin Community Action Council, Inc. Board of Directors approves and authorizes the above named employees to act on behalf of Central Wisconsin Community Action Council, Inc. and clients of the Guardianship Program regarding their Guardianships, Conservatorships, Fiduciaries, and/or Power of Attorney Accounts, and this corporate resolution is a true and correct copy and is in full force and effect." The meeting was adjourned. The next meeting will be held on Friday, September 11, 2020.

Motion was made by Donna Maly to accept the EPF&A Committee Report of August 14, 2020. Seconded by Charlie Krupa. Passed unanimously. **MOTION CARRIED.**

Motion was made by Ross Curry to accept the EPF&A Committee Reports of March 13, 2020, May 21, 2020, June 12, 2020, July 17, 2020, and August 14, 2020. Seconded by Joy Casperson. Passed unanimously. **MOTION CARRIED.**

6. **Program Reports**

- a. **Weatherization**
- b. **Homeless**
- c. **Hunger Reduction**

Chris Utley was unable to attend the meeting. His unit report stated that Weatherization is on track to spend out their 2020 contract that ends September 30<sup>th</sup>. It was a 12-month contract that was extended an additional three months due to COVID-19. The new contract will essentially be a nine-month contract, ending June 30, 2021. They just completed the Administrative Review by Department of Energy, Housing, and Community Resources two months ago and have been notified the next review will take place in December. Production has been good given all the unusual circumstances associated with COVID-19. Most people appreciate the extra precautions we have been taking. We have made plans to bring in two trainers from Slipstream to train our crews and subcontractors on advanced air sealing techniques. This will be a three day training and will incorporate two days of onsite training and one day of classroom here at our agency. We have been experiencing some supply shortages and delays for certain products. The 3M N95 masks that we use when working in attics are not available and have not been available for the past several months. We have had to search hard to find suitable replacements. Freezers have been especially hard to come by. We have been working with our supplier to find products that meet our specifications, but backorders are months behind. We may have to report some weatherization jobs without a freezer replacement and open the job later when products become available. In addition to supply shortages, there have been steep price increases for some products. Water heaters may be difficult to come by in the next few months or longer. Despite limited product shortages, we will continue to weatherize homes and save energy for low-income households in our service area. In June and July, 26 freezers/refrigerators, 6 furnaces, and 15 water heaters were installed. Through July 31<sup>st</sup>, 299 audits were completed and through May 31<sup>st</sup>, 254 households were served.

Wendy Schneider reported on the Homeless Unit. Adams County: United Way Applications were awarded - \$5,000 for Crisis Rent and

\$3,000 for Food Pantry for 2021 and 2022. Columbia County: Associated Bank award received for a Youth Financial Workshop. Dodge County: Start to our Dodge County Rapids Re-Housing Program with one participant so far; Taylor relocated to the Beaver Dam office and searching for ½ time Youth Specialist to assist her; Received \$15,000 for New Beginnings, \$13,750 in Crisis Rent Assistance and \$2,250 for Food Pantry from United Way (funds provided due to COVID-19 and the need); United Way Pillars Grant for an additional \$5,000 to assist with motel vouchers as we look for a new Men's Shelter plus \$1,000 for PPE for COVID items; Beaver Dam Community Foundation Grant - received \$1,000; FEMA - Phase 37 New Beginnings - \$2,409 and CARES - \$4,203; FEMA - Crisis Rent - Phase 37 - \$6,374 and CARES - \$11,125; Men's Shelter Update - in the works. Juneau County: FEMA - Crisis Rent - Phase 37 - \$3,500 and CARES - \$4,800; Possible \$5,000 grant coming. Sauk County: Homeless Shelter looking for an employee soon. All Counties: Rapids Re-Housing Clients; TBRA Clients - Obtained another \$354,140 for rental assistance; WRAP - Rental Assistance - 261 applications for \$467,221 (average \$1,428.81), Security Deposits - 3 applications for \$2,400 (average \$800), Lot Rent - 18 applications for \$16,715 (average \$879.74), CWCAC has received \$693,912 and has spent \$486,326 (70%); CSBG COVID Funds - have provided 99 motel vouchers/rental assistance for 101 adults and 14 children for a total of \$26,276.

Lisa Williams was unable to attend the meeting. We currently administer the Section 8 Housing Choice Voucher Program as an agent of WHEDA in the following areas: Adams, Burnett, Columbia, Jefferson, Iron, Price, Rusk, Taylor, and Washburn counties and the City of Eau Claire. We have 604 Section 8 vouchers providing 1,429 individuals with rental assistance, 3 voucher holders that have ported in, and 40 Veterans VASH vouchers. The monthly payables come to \$247,209; an average of \$383.86 per unit cost. The TEFAP report for month ending July 2020 reflected 4,179 households, and 10,823 individuals assisted with 997,955 pounds of food.

Motion was made by John Atkinson to accept the Weatherization, Homeless, and Section 8/Hunger Reduction reports of August 26, 2020. Seconded by Scott Beard. Passed unanimously. **MOTION CARRIED.**

7. **Unfinished Business**

Motion was made by Sandy Wormet to approve the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the Central Wisconsin Community Action Council, Inc. 2019 Financial Audit as presented by WIPFLI, LLP." Seconded by Donna Maly. Passed unanimously. **MOTION CARRIED.**

Motion was made by Sandy Wormet to approve the resolution which reads, "***WHEREAS:*** Central Wisconsin Community Action Council,

Inc. entered into an agreement in 2004 with CAP Services, Inc., Stevens Point, WI for the purpose of developing a Senior Housing Project in the City of Adams; and **WHEREAS:** CAP Services, Inc. would become a sole member of a newly formed organization, Adams-Friendship Senior Village, LLC; and **WHEREAS:** Central Wisconsin Community Action Council, Inc. would be a secondary partner and lender to the Developer, Adams-Friendship Senior Village, LLC; and **WHEREAS:** The Project would be requesting Low-Income Housing Tax Credits as one source of funding; and **WHEREAS:** Central Wisconsin Community Action Council, Inc. would apply for HOME funds to be lent to the Project, Adams-Friendship Senior Village, LLC; and **WHEREAS:** Low Income Housing Tax Credits (LIHTC) were approved for the Project; and **WHEREAS:** Central Wisconsin Community Action Council, Inc. received a HOME grant, then lending those funds to the Adams-Friendship Senior Village, LLC, and **WHEREAS:** The Project was completed and occupied in 2005; and **WHEREAS:** Central Wisconsin Community Action Council, Inc., as Partner, has an option of "Right of First Refusal" to assume ownership of the Project, after 15 years of operation; and **WHEREAS:** The 15-year period will end in October 2020; and **WHEREAS:** The Investor, Cinnaire, desires to sell their ownership claim **Now there for let it be resolved:** That Board of Directors of Central Wisconsin Community Action Council, Inc. authorizes the Executive Director to pursue transfer of the Adams-Friendship Senior Village Apartments to Central Wisconsin Community Action Council, Inc. from the Adams-Friendship Senior Village, LLC, CAP Services, Inc., Stevens Point, WI. The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the Central Wisconsin Community Action Council, Inc. 2019 Financial Audit as presented by WIPFLI, LLP." Seconded by Muriel Harper. Passed unanimously. **MOTION CARRIED.**

Motion was made by Charlie Krupa to approve the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the Executive, Personnel, Finance & Audit Committee recommendation of naming our next HOME Affordable Apartment Project in the City of Adams after former board member, Bill Gomoll. This project will be an 11-unit duplicate of the Charlie Krupa School View Senior Village project on the land donated to CWCAC, Inc. by the City of Adams." Seconded by John Wenum. Passed unanimously. **MOTION CARRIED.**

John Earl offered congratulations and presented the 2020 Employee Longevity Recognition Awards. Certificates were read before the board and will be presented at a later date: Ben Boyer for 5 years of service; Krystal Penaflor for 10 years of service; Jeremy Koscal and Kim Christofoli-Helland for 15 years of service; Deb Anderson and Kari Labansky for 20 years of service, and Chris Utley and Dan Cole for 35 years of service. Chris and Dan also received special recognition of engraved tankards. Other recognitions included board members John Wenum and Dave Singer for 10 years of service. Fred Hebert offered

congratulations and presented John Earl with a recognition award for 20 years of service.

8. **New Business**

None

9. **Next Meeting**

Wednesday, October 28, 2020 @ 10:00 a.m.

10. **Adjourn**

John Earl declared the meeting adjourned.

Signed by:

  
\_\_\_\_\_  
Fred Hebert, Executive Director

August 27, 2020  
\_\_\_\_\_  
Date